




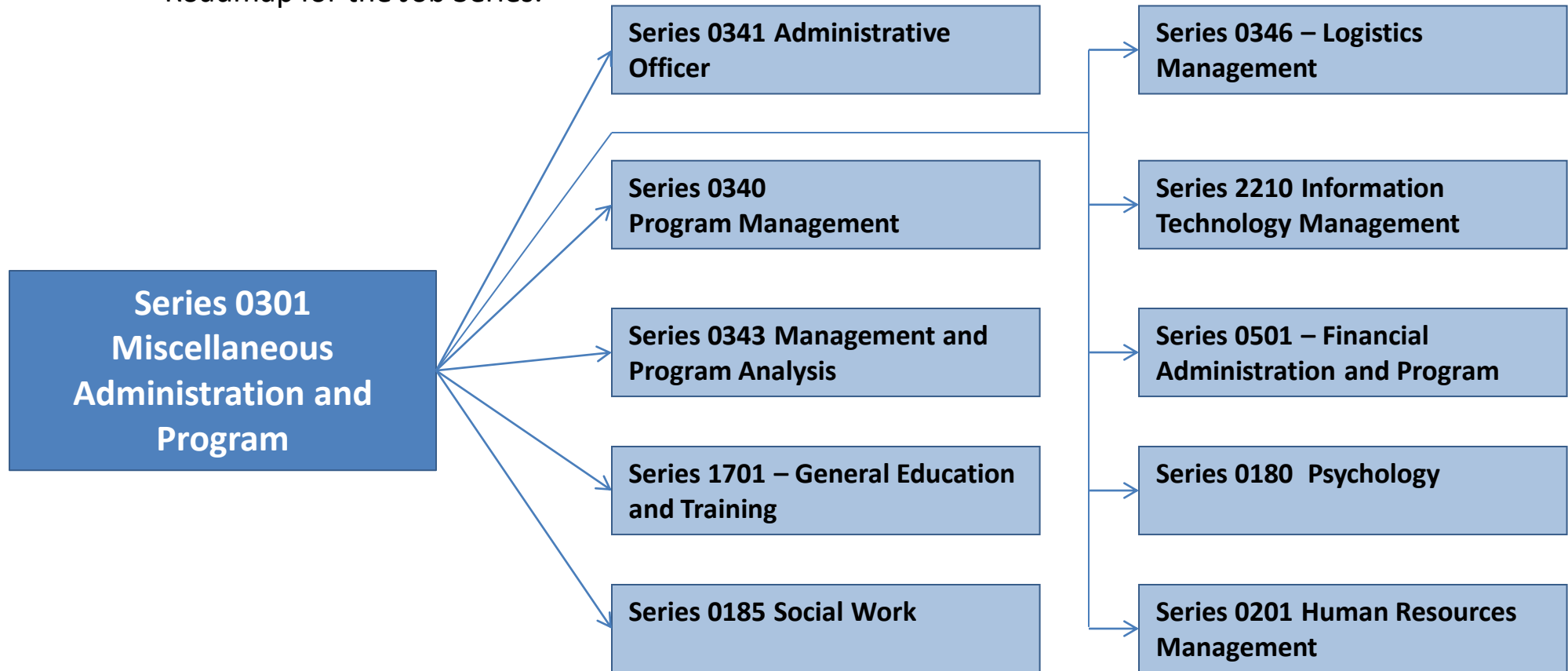


Series 0301 Miscellaneous Administration and Program -- Career Roadmap

		CWDA Skill Level 1: GS 5-7, NF 1-2	CWDA Skill Level 2: GS 9-13, NF 3	CWDA Skill Level 3: GS 14-15, NF 4-5
	Academic Credential Requirement:	Degree and or a combination of education and work experience needed to qualify. Details at: opm.gov/qualifications/standards/group-stds/gs-admin.asp	Degree and or a combination of education and work experience needed to qualify. Details at: opm.gov/qualifications/standards/group-stds/gs-admin.asp	Qualification for YA3/GS14 or above is based on possessing experience at GS13 level within this Job Series or an equivalent form of experience.
	Competency Requirements:	<ul style="list-style-type: none"> -Administrative Management -Performing Administrative Activities 	<ul style="list-style-type: none"> -Administrative Management -Analyzing Data or Information -Compile Annual Budget Requests -Contract Management -Critical Thinking -Department Planning -Determine Compliance with Standards -Financial Management -Implement Policy -Program Management -Project Management -Records Management -Service Management -Situational Awareness -Strategic Thinking -Training 	<ul style="list-style-type: none"> -Administrative Management -Compile Annual Budget Requests -Compliance and Standards -Contract Management -Financial Management -Implement Policy -Leveraging Technology -Management Analysis -Organizing, Planning, and Prioritizing Work -Performing Administrative Activities -Program Management -Project Management -Records Management -Resource Management -Situational Awareness -Strategic Implementation -Strategic Thinking -Support Management -Training
	Experience Requirement:	<p>GS5: 3yrs general experience. GS7/above: 1yr specialized experience at next lower grade. See: opm.gov/qualifications/standards/group-stds/gs-admin.asp</p> <p>NF: Direct application of OPM position classification standards supplemented by DoD guides.</p>	<p>For GS: Normally, 1 yr specialized experience at next lower grade required. For details: opm.gov/qualifications/standards/group-stds/gs-admin.asp</p> <p>NF: Direct application of OPM position classification standards supplemented by DoD guides.</p>	<p>For GS: Normally, 1 yr specialized experience at next lower grade required. For details: opm.gov/qualifications/standards/group-stds/gs-admin.asp</p> <p>NF: Direct application of OPM position classification standards supplemented by DoD guides.</p>
	Other Certifications:	Security clearance may be required.	Security clearance may be required.	Security clearance may be required.
	Desired Leadership Competency Level (CLD):	Foundation	Foundation, Supervisory, Management	Foundation, Supervisory, Management, Executive

Career Opportunities

Related Job Series: The chart below identifies Job Series within the occupational group with the greatest similarity in scope of work and competencies. Click on an icon to see the Career Roadmap for the Job Series.



Competencies: You may determine how closely your competencies match the related Job Series by conducting a Self- Assessment within [CWDA](#).

Additional Opportunities: You may conduct a Self-Assessment within CWDA for any Job Series represented within the Marine Corps to determine how closely your qualifications and competencies match other opportunities. For a comprehensive list of Job Series, [click here](#).